

Position description

Position:	Illustrator (Fixed term)
Reports to:	Critic Editor, Critic Designer
Direct reports:	NA
Indirect reports:	NA
Volunteers and Interns:	NA
Location:	640 Cumberland Street, Critic Offices, Dunedin

Organisation:

Critic Te Arohi is the student magazine made by, and for, students at the University of Otago. We are also a department of the Otago University Students' Association - an autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including.

Position purpose:

- Create imagery and graphics for Critic articles across various sections of the magazine.
- Assist the Designer in the graphic design process as needed.

AREAS OF RESPONSIBILITY

Area	Expected Outputs
People Management	<ul style="list-style-type: none">● NA
Financial Management	<ul style="list-style-type: none">● NA
General Tasks	<ul style="list-style-type: none">● Read through the articles assigned for the week.● Brainstorm and plot out core visual concepts for each article.● Work with the designer to lay out the article.● Create visual elements/illustrations for each article in Photoshop/pencil-and-paper/etc. and incorporate into the design as a whole.● Work alongside the Critic Editor, designer and writers to produce visual imagery consistent with the magazine's style and the author's intent.● Assist designer in other tasks as needed.
Health and Safety	<ul style="list-style-type: none">● Take personal responsibility for engaging in OUSA's no-harm, health and safety culture● Be familiar with the hazard register for the work area that you work in

	<ul style="list-style-type: none"> ● Communicate to the Critic Editor and colleagues any potential hazards that you identify that are not on the register. ● Be familiar with the location of first aid kits and qualified first aiders in the Association. ● Be familiar with and adhere to any health and safety plans. ● Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and notify the Critic Editor of these. ● Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community.
Delegated authorities	<ul style="list-style-type: none"> ● NA

PERSONAL ATTRIBUTES

Working Collaboratively	<ul style="list-style-type: none"> ● Ability to build and maintain professional and productive relationships. ● Ability to relate to a diverse range of people. ● Excellent written and oral communication skills. ● Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA. ● Ability to work within a small, inter-departmental team. ● Ability to work constructively with criticism and amendments.
Organisation	<ul style="list-style-type: none"> ● Manages self, resources and workload to meet timelines. ● Is organised and keeps all files and documents in order. ● Ability to work independently and as part of the team. ● Ability to recognise when issues need to be escalated to the Critic Editor.
Change	<ul style="list-style-type: none"> ● Is flexible and resilient to meet the ever changing needs of the OUSA.
Problem Solving	<ul style="list-style-type: none"> ● Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Critic Editor when appropriate.

QUALIFICATIONS AND EXPERIENCE

- Technical competency in the Mac system and fluency in the Adobe Suite (Photoshop, InDesign, Illustrator, etc).

Strong portfolio of work demonstrating suitable visual communication skills and